
2013 – 2014

MICHIGAN'S AMERICORPS

COMPREHENSIVE APPLICATION GUIDELINES

FOR NEW & RECOMPETING APPLICANTS



APPLICATIONS MUST BE RECEIVED BY:

5:00 p.m. – Wednesday, November 7, 2012

Email to Jocelyn Davis at davisj31@michigan.gov

For more information, contact
Jeanine Yard, 517-335-4295 (yardj@michigan.gov)
or visit www.michigan.gov/mcsc

IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's online grant application system, eGrants. All funding announcements by the Corporation for National and Community Service (CNCS or the Corporation) are posted on www.nationalservice.gov and www.grants.gov.

Public Burden Statement: Public reporting burden for this collection of information is estimated to average 40 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Amy Borgstrom, 1201 New York Avenue, NW, Washington, D.C. 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).)

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grantmaking. This is described in more detail in the *Notice of Federal Funding Opportunity*. The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients will be required to report at www.FSRS.gov on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

Universal Identifier: Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor's Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.

Michigan's AmeriCorps Overview

AmeriCorps is a national network of service programs designed to engage thousands of Americans on a full- or part-time basis to help communities address their toughest challenges. The Corporation for National and Community Service (CNCS) administers AmeriCorps at the federal level and works in partnership with states to develop service programs and create a community-based national service network. CNCS seeks to fund AmeriCorps programs that address goals in the areas of education, disaster preparedness, services for veterans and military families, healthy futures, environmental stewardship, and economic opportunity. Programs must demonstrate community impact and solve community problems through an evidence-based approach (e.g. performance data, research, theory of change).

The Michigan Community Service Commission (MCSC) is the administrative agent for Michigan's AmeriCorps programs receiving CNCS funding. The MCSC's mission is to fund and support programs that encourage all Michigan residents to volunteer. For more information on the MCSC, including currently funded programs, please visit our website at www.michigan.gov/mcsc.

Michigan's AmeriCorps currently consists of 23 programs with more than 1000 participants serving on a full- or part-time basis. Members range in age from 17 to 76—and older. The 23 programs partner with more than 3000 organizations throughout the state to address the needs of communities. The AmeriCorps mission includes:

Getting Things Done: AmeriCorps helps communities meet their education, veterans, disaster preparedness, environmental, health, and economic opportunity challenges through direct and measurable community service.

Strengthening Communities: AmeriCorps unites individuals and institutions of all kinds in a common effort to improve our communities.

Encouraging Responsibility: Through service and civic education, AmeriCorps enables members to see themselves as problem-solvers; to become leaders rather than followers; and, to act on their responsibilities as well as their rights.

Expanding Opportunity: AmeriCorps helps those who help America. Members have access to job skills training, invaluable hands-on experiences, and education awards to help pay for college or repay student loans.

A. Michigan's AmeriCorps 2013-2014 Funds

Subject to the availability of appropriations for fiscal year 2013-14, the Corporation for National Community Service has announced anticipated funding availability to award new, re-competing, and continuation AmeriCorps State and National grants. The Corporation's purpose is to maximize the power of service and volunteering to improve lives in communities across the country. In the Edward M. Kennedy Serve America Act, Congress directed the Corporation to focus national service on unmet needs that service can impact, including:

- education
- increasing service by and for veterans
- providing disaster services
- energy conservation and environmental stewardship

- improving the health of all Americans
- improving economic opportunity for economically vulnerable individuals

The Corporation is carrying out Congress's intent by targeting AmeriCorps State and National funding in these six focus areas, and has developed strategic objectives for each. These guidelines are designed to align AmeriCorps funding with the goals of this strategic plan. The Corporation intends to:

- direct the power of national service to solve a common set of national challenges;
- expand opportunities to enable all Americans to enlist in community-based efforts that address national challenges;
- embrace innovative solutions that work; and,
- build the enduring capacity of individuals, organizations and communities to effectively use service and volunteering to solve community problems.

AmeriCorps State and National grants support the efforts of national and community-based non-profit organizations to recruit and deploy AmeriCorps members and the volunteers with whom they serve to tackle unmet needs. AmeriCorps State grants will be awarded on a competitive basis to eligible organizations that identify a problem(s) and persuasively demonstrate how deploying AmeriCorps members and community volunteers will produce significant impact.

Enrolled participants of AmeriCorps programs are called AmeriCorps members. These members will be recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members are eligible to receive a Segal AmeriCorps Education Award from the National Service Trust. A community volunteer is an individual who donates his or her service to organizations funded by the Corporation, but who is not an AmeriCorps member.

The selection of the Michigan's AmeriCorps grants is a multi-step process, which includes a peer and staff review of initial applications. Those selected to move forward in the process will then fully develop the application and submit it via eGrants, a federal, web-based grant application system. Feedback and guidance will be provided at each step of the process. In order to be considered for funding, applicants should develop service programs of high quality that offer meaningful, value-added service opportunities and will demonstrate substantial impact in communities as a result of solving problems through an *evidenced-based approach*.

B. Types, Terms, Size, and Match Requirements of Grants

1. Grant Terms

a. Operating Grants

The MCSC funds operating grants that support fully-developed plans to establish a Michigan's AmeriCorps program or to support, expand, or replicate an existing program. Grant awards will cover a period that includes one year of operation. Grants may be renewed for two years (3 years total) subject to annual review and availability of federal appropriations. Programs seeking funding beyond three years must reapply as a recompeting applicant.

b. Education Award Only Program Grants

Under the Education Award program, the MCSC and CNCS provide an allotment of national service education awards to organizations that can support most program and participant costs through other sources meeting AmeriCorps program requirements.

Programs must be high quality and meet the AmeriCorps program requirements. Under this program, some of the AmeriCorps program requirements are waived. For example, education award programs do not have to provide a living allowance, childcare benefits, or health care benefits for members. If you are considering proposing an Education Award program, please contact the MCSC to discuss this option and to receive a separate set of guidelines. Please contact the MCSC at (517) 335-4295 and ask to speak with a Michigan's AmeriCorps Program Officer.

2. Program Types

Applicants have a great deal of flexibility to design programs that will best achieve the goals of AmeriCorps (see page 2). This flexibility includes the ability to pursue individuals of a certain age or skill level to become members and to place them either individually in projects or to organize them in teams. Programs may operate summer programs, but only as a component of their year-round program or to expand their operations during the summer months. Care must be taken to ensure that a summer component is consistent with the overall mission of the program, is not designed as separate from the year-round operation, and instills the ethic of service in the Michigan's AmeriCorps members. Any members added for a summer component must complete a minimum of 300 service hours. *Please note: The CNCS and the MCSC will not fund any programs whose primary purpose is job training or education for the members rather than service to the community.*

3. Funding Priorities

For the 2013-14 year, the Michigan Community Service Commission will align its priorities with those established by the Corporation for National and Community Service. Interested applicants should apply to address only one of the priorities below.

- Education
- Veterans and Military Families
- Disaster Services
- Healthy Futures
- Environmental Stewardship
- Economic Opportunity

4. Eligible Applicants

Educational institutions (local school districts, intermediate school districts, colleges and universities, etc.), local government entities, state agencies, and nonprofit organizations that have their 501(c)3 status and have been in existence for at least 3 years are eligible to apply for a Michigan's AmeriCorps program.

5. Program Size

Applicants are required to enroll at least ten (10) full-time equivalent members. Applicants should evaluate their present infrastructure and capacity when considering program size. Applicants are encouraged, when considering program size, to examine cost-effectiveness by calculating the recommended cost per member (see [Cost Effectiveness and Budget Adequacy](#), p.26).

5. Grant Size

Grant requests may vary in size depending on the type and scope of a proposed program. Applicants are allowed flexibility in developing their budgets within certain limitations. Congress has set a target of \$13,300 for the average federal cost per full-time equivalent

member for all AmeriCorps programs. Individual program cost effectiveness will be assessed against the federally established target figure. No individual program funded by the MCSC should propose a CNCS share that exceeds \$15,000 per full-time equivalent member. In addition, no program funded through the MCSC formula allotment shall receive more than 20% of Michigan's total formula funding from the CNCS.

6. Match Requirements

Substantial cash and in-kind matches are required from the applicant. All program costs require at least a 24% cash or in-kind match during each of the first 3 years of funding, with match requirements increasing incrementally after year three. Programs reach a maximum 50% minimum match level during the 10th year of funding. Programs may use other federal funds (as long as they are not other CNCS funds) as part of their match, with prior approval from the other federal funding source. Applicants must specifically identify the source and levels of the cash and in-kind matches. Applicants are not required to attain the cash or in-kind matches prior to submission of the application; however, applicants should have the commitment(s) for the financial match prior to the start of the grant.

Listed below are match requirements for the Michigan's AmeriCorps program:

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

All grantees will be expected to meet the match requirement for their given year of funding. If a grantee has been a recipient of previous Michigan's AmeriCorps funding, that funding would count when determining the match requirement. For example, if "Agency A", which is not a current grantee applied for AmeriCorps funding for the 2013-14 year and had previously received 3 years of Michigan's AmeriCorps funding, they would need to provide the match level of a Year 4 program. If, however, they had not received AmeriCorps funding for the past three years, they would be allowed to meet the year one match requirement (24%).

If a program is not able to meet the match requirement for a given program year, that program may request a waiver. A program may apply for a waiver as part of their application to the MCSC. Applicants will need to provide justification for the waiver. The MCSC will have the right to approve or deny the waiver based on the program's justification. The waiver allows MCSC to support a program that may have extenuating circumstances that prevent it from meeting the match requirement. The board will review and decide each waiver on a case-by-case basis. Once approved by the MCSC, the request must then be approved by the CNCS. Instructions for requesting a match waiver are included in the Appendix.

C. Michigan's AmeriCorps Goals

The Michigan Community Service Commission funds and supports quality programs that use an evidence-based approach to impact communities. These programs utilize AmeriCorps members to undertake service that is value added and would not be provided without the service of AmeriCorps members.

1. Needs and Services Activities

a. Direct Benefit

Members serving in Michigan's AmeriCorps programs must meet needs in the area of education, disaster services, services for veterans and military families, environmental

stewardship, healthy futures and economic opportunity in the community served, and provide a direct benefit that is valued by the community. Members are not employees and member activities must provide specific measurable service outcomes that would not otherwise be provided with existing funds or volunteers. Service activities must not duplicate the routine functions of existing workers/staff and/or supplant or displace paid employees.

AmeriCorps programs provide a variety of specific and identifiable services that address community needs. In the past, performing direct service activities such as tutoring children or building houses has been the primary focus of AmeriCorps members' service. However, AmeriCorps is now increasing its emphasis on nonprofit capacity-building activities such as volunteer recruitment and management, which also play an important role in addressing community needs and ensuring the sustainability of AmeriCorps-supported activities. Direct service and capacity-building activities are both integral strategies for effective national service programs.

2. Developing Michigan's AmeriCorps Members

Programs are required to develop plans for providing members a powerful service experience. In addition, through AmeriCorps, members have access to job skills training, invaluable hands-on experiences, and may earn an education award that can be used to repay qualified school loans or for future education.

To help ensure that members are prepared for and benefit from their service, applicants are required to include plans for member recruitment and training in their applications. Training should address how members are adequately prepared to perform specific service activities. Training should also reflect the unique nature of the program and be appropriate for the age, skill level, and other differences in the backgrounds of the members.

a. Training, Education, and Supervision

Programs must provide members with the supervision, training, skills, and knowledge necessary to perform the tasks required in their respective projects. Programs must designate individuals to supervise the members on a regular basis. Supervisors should be located at the site(s) where members serve and be available on a daily basis.

b. Support Services

Programs must provide support services that help members who have not completed their secondary education to earn the equivalent of a high school diploma. Programs are also encouraged to assist members who are completing a term of service to make the transition to other education and career opportunities.

c. Required Training and Service Hours

In general, members must devote at least 80 percent of the required hours to direct service and no more than 20 percent to education, training, or other approved non-direct service activities during a full-time or part-time term of service. This ratio applies to the overall program and not to each individual member. This will allow variance among the individual members and takes into consideration variations in the education and developmental needs of members.

d. Leadership Opportunities

The MCSC encourages programs to build member leadership capacity by providing opportunities for members to coordinate activities, recruit volunteers, and serve in team leader capacities in their programs. **Please note, however, that members must not be assigned as the primary legal supervisors of other members or staff, and they must not be placed in roles where they cannot provide any direct service.**

3. Strengthening Communities

Michigan's AmeriCorps strengthens communities by involving citizens directly in addressing community needs. AmeriCorps members help bring individuals and groups from different backgrounds together to achieve constructive change and solve critical community problems.

a. Generating Volunteers

A fundamental purpose of AmeriCorps is to help recruit, support, and manage volunteers that meet community needs. By creating volunteer opportunities and helping organizations to effectively engage volunteers, AmeriCorps programs multiply their impact, build organizational capacity, and support the development of sustainable programs.

Volunteering also provides an ideal opportunity to bring together people of many racial, ethnic, and religious backgrounds around a common goal, and to foster the active citizenship upon which the health of our democratic system depends.

Programs can deploy AmeriCorps members in a wide variety of ways to support volunteer recruitment and management. AmeriCorps members may be responsible for enlisting, training, or coordinating volunteers. They may help an organization to develop effective volunteer management systems that include clear position descriptions, screening techniques, or volunteer policy and procedure manuals. AmeriCorps members may promote retention of volunteers by planning recognition events or providing ongoing support and follow-up to ensure that volunteers have a high quality experience. Members may assist an organization in reaching out to individuals and communities of different backgrounds when encouraging volunteerism, to ensure a breadth of experiences and expertise is represented in service activities.

AmeriCorps programs are given great flexibility to determine the best approach for the effective involvement of volunteers in their program. CNCS' expectation is that volunteers will be engaged in ways that support the mission of the organization being served. The involvement of volunteers should enhance or build upon any direct service goals of the program or organization of which the AmeriCorps members are a part. For example, a program may decide that a few members in a program should be devoted entirely to some aspect of volunteer recruitment and management. Or, a program may determine that all members will spend a portion of their time supporting volunteers. Members may also create opportunities to volunteer for their service beneficiaries.

The increased emphasis on volunteer recruitment and management is not intended to replace direct service activities, which continue to be an integral part of AmeriCorps programs. However, AmeriCorps programs have much to offer their communities by building the capacity of organizations to meet community needs.

Not every program may be able to meet this requirement, particularly in the first year. If a program is unable to include volunteer recruitment and management as part of their

program, either because of the program model or for any other reason, they must request a waiver in their application. The waiver must state specific reasons why this requirement would require a fundamental alteration of the program structure. The explanation will be considered during the grant application review process.

b. Support for Community Organizations (Secular and Faith-Based)

In 1993, the national service legislation included community organizations as a category for support and defined them as private nonprofit organizations that represent a community or a significant segment of a community and that are engaged in meeting human, educational, environmental, and public safety community needs. The legislation specifically included churches and other faith-based organizations in this definition, recognizing the importance of such groups in dealing directly with the most difficult problems facing individuals in our communities.

The CNCS plans to increase the number of community, faith-based, and grassroots organizations that have access to AmeriCorps resources, and to encourage larger nonprofit organizations to seek partnerships with community organizations (both secular and faith-based). Programs should support the efforts of civic, community, education, and faith-based organizations to solve local problems. Programs should demonstrate partnerships (e.g., host sites, or volunteer recruitment partnerships) with community organizations (secular and faith-based). This includes nonprofit organizations, schools, and neighborhood groups, as well as the faith-based organizations identified above.

For the purpose of providing a common language to applicants, faith-based organizations include:

- a religious congregation (e.g., church, mosque, synagogue, temple, etc.);
- an organization, program, or project sponsored/hosted by a religious congregation (may be incorporated or not incorporated);
- a nonprofit organization founded by a religious congregation or religiously-motivated incorporators and board members that clearly states in its name, incorporation, or mission statement that it is a religiously-motivated institution; or
- a collaboration of organizations that clearly and explicitly includes organizations from the previously described categories.

c. Community Involvement and Consultation

Local participation in service efforts is vital to developing high-quality service programs that sustain and build Michigan's communities. Programs should be designed, implemented, and evaluated, with extensive and broad-based community input, through consultation with representatives from the community served, potential members, appropriate community agencies (including secular and faith-based), foundations, businesses, local labor organizations representing employees of service sponsors, and local government.

Partnerships with community groups may help to enhance organizational capacity and strengthen communities. They afford opportunities for programs to collaborate and share technical expertise and resources.

d. Capacity Building and Sustainability

Effective capacity building is a process that enhances the mission, strategy, skills, and

culture, as well as systems, infrastructure, and human resources of an organization. Often organizations view capacity building as only “technical assistance,” such as improving systems, infrastructure, and/or human resources functions. However, it also refers to an organization’s relationship with other organizations, people, and institutions that can provide critical information and resources that lead to the sustainability of the organization and its programs.

Capacity building is a process that helps an organization gain greater independence and sustainability. From the beginning, the MCSC intended for AmeriCorps in Michigan to be community-based, community-driven, and community-supported. The MCSC believes that programs need to increasingly support their activities over time while annually decreasing their dependence on federal support. Given the unpredictable nature of federal funding for AmeriCorps, our mutual goals of long-sustained impact through local support and control, and the desire to broaden the opportunities for other communities to experience the power of AmeriCorps programs should work toward 1) sustaining the efforts of the program; and 2) beginning to assume more of the program operational costs over time. *See the Match requirements section on page 5 for additional information.*

Please note that member involvement in fundraising is limited to supporting the program’s services and activities. Members’ roles in capacity building, therefore, should not be focused on fund development. Members may not devote more than 10% of their service hours to fundraising efforts. A member’s service activities may *not* include the following:

- Raising funds for his or her living allowance.
- Raising funds for an organization’s operating expenses or endowment.
- Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
- Writing grant applications for funding provided by any other federal agencies.

Some examples of sustainability include:

- *Program Quality and Efficiencies:* Organizations that demonstrate an increased level of productivity with flat or declining levels of federal support demonstrate effective models of sustainability. While these programs may not be totally independent of federal sources of revenue, the reduction of overhead costs and increased efficiencies in the means by which services are delivered can help make the program’s efforts sustainable in a community in the long term;
- *Volunteer Recruitment and Management:* Organizations that recruit large numbers of volunteers as part of their AmeriCorps program can use the volunteers to conduct a wider range of community service activities;
- *Sustained Activities:* In communities where AmeriCorps programs have collaborated with a number of partners, the partners can agree to divide the national and community service activities among themselves such that the actual service continues without a grant from the MCSC; and
- *Corporate Organizations’ Role:* AmeriCorps members work to establish community service programs for which corporations can commit their employees as volunteers on an ongoing basis for an extended period of time.
- *Diversification of Revenue Sources:* Multiple sources of funds to support and operate national and community service programs is a good measure of whether or not a program is sustainable. In contrast, organizations that depend on a single source of funds (including Corporation funds) to support and operate national and community

service programs are inherently less sustainable;

- *Earned Income:* Organizations that diversify revenue structures for national and community service programs by generating revenue through fees or other kinds of earnings, consistent with OMB rules on project income, can lead to more sustainable programs;
- *Other Public (state and local) and Private Funding:* Organizations that diversify revenue structures for national and community service programs by building relationships with other public and private funding organizations, as well as businesses, can lead to more sustainable programs. This includes receipt of support (in-cash and in-kind) from local and state government, community foundations, national foundations, and businesses;

The MCSC sees sustainability as vital to meeting the needs of communities. In order to ensure that national service programs are sustainable, applications should include specific information that demonstrates how an organization intends to improve capacity and move towards sustainability, ensuring that the efforts of the national and community service programs can continue as federal support decreases over time.

As a means of achieving sustainability and assisting organizations in meeting community needs, AmeriCorps members may assist grantee organizations in capacity building activities. For example, AmeriCorps members may recruit and manage other volunteers. They can write training materials that will be used to support the delivery of service. AmeriCorps members may assist in raising funds and securing resources to support member service activities. They may conduct outreach to expand the number of individuals served by the nonprofit organization. Or AmeriCorps members may develop community partnerships that are intended to strengthen communities.

e. Diversity

Programs should build strong communities by engaging diverse members and staff in service activities and encouraging mutual understanding and cooperation. Programs must actively seek to include members and staff from the communities in which projects are conducted, as well as individuals of different races and ethnicities, education levels, socioeconomic backgrounds, gender, and individuals with physical and cognitive disabilities. Programs that lack one or more aspects of a diverse program should strive for diversity in other ways. All programs should undertake activities that will provide opportunities for citizens who might not otherwise serve, work, or learn together to do so. In addition, programs are encouraged to bring together younger and older adults as members.

D. Prohibited Service

AmeriCorps is funded by the Corporation for National and Community Service (CNCS) using federal funds. Therefore, member activities are, by law, regulated and monitored. While charging time to a Michigan's AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the MCSC, staff and members may not engage in the following activities:

Types of Service

- Displacing employees or volunteers;
- Assisting in abortion services or referrals to abortion services;

- Recruitment of volunteers to perform activities prohibited by AmeriCorps;
- AmeriCorps members may assist their organizations with major **fundraising** efforts no more than 10% of their total term of service. CNCS policy permits fundraising by AmeriCorps members to the extent that such activities:
 - Raise resources directly in support of the program's service activities;
 - Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
 - Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
 - Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
 - Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
 - Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
 - Seeking donations from alumni of the program for specific service projects being performed by current members.
 - AmeriCorps members may not:
 - Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
 - Write a grant application to CNCS or to any other Federal agency.

Political Activities

- Participating in efforts to influence legislation, including lobbying for your programs;
- Organizing a letter writing campaign to Congress;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Printing politically charged articles in a Corporation for National and Community Service-funded newsletter or listserve;
- Taking part in political demonstration or rallies;
- Engaging in any efforts to influence legislation, including state or local ballot initiatives;
- Voter registration drives;

Union Activities

- Organizing or participating in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;

Religious Activities

- Engaging in religious instruction;
- Conducting worship services;
- Providing instruction as part of a program that includes mandatory religious instruction or worship;

- Constructing or operating facilities devoted to religious instruction or worship;
- Maintaining facilities primarily or inherently devoted to religious instruction or worship;
- Engaging in any form of religious proselytizing;

Safety

- Activities that pose a significant safety threat to others;

For Profit Businesses

- Placement of members with for-profit businesses as part of the education and training component of the program; and,
- Providing assistance to a business organized for profit.

Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non-AmeriCorps time, and at their own expense. Individuals must not wear the AmeriCorps logo while doing so.

E. Member Eligibility, Recruitment, and Selection

1. Term of Service

Programs may engage members on a full- or less than full-time basis. Regardless of the type of service term, the maximum time limit is one calendar year. The following slots can be utilized:

- Full-time: a minimum of 1,700 hours during a period of not less than nine months and not more than one year;
- Half-time: a minimum of 900 hours;
- Reduced half-time: a minimum of 675 hours
- Quarter-time: a minimum of 450 hours;
- Minimum-time: a minimum of 300 hours.

2. Member Eligibility

At the time of enrollment in a Michigan's AmeriCorps program, members must:

- a. Be at least 17 years of age;
- b. Possess a high school diploma or its equivalent, or agree to obtain a high school diploma or equivalent prior to using the education award;
- c. Not have dropped out of elementary or secondary school in order to enroll as a member;
- d. Be a U.S. citizen, a U.S. national or lawful permanent resident alien; and
- e. Meet the task-related eligibility requirements established by the program.

3. Selection

Each individual program selects its own Michigan's AmeriCorps members, and the selection criteria will vary among programs. Programs must select members in a non-partisan, non-political, non-discriminatory manner that is in accordance with State and Federal equal employment opportunity laws. Programs must establish minimum qualifications for members related to the service they will provide, including the successful completion of an AmeriCorps orientation period. Programs must ensure that they do not displace any existing paid employees.

Programs with members who will have substantial direct contact with children (as defined by State law) or who perform service in the homes of children or individuals considered vulnerable by the program, shall conduct criminal record checks on these members as part of the screening process.

The MCSC encourages programs to select members who possess leadership potential and a commitment to the goals of the AmeriCorps program, regardless of education level, work experience, or economic background. The MCSC also encourages programs to select some members from state and national recruitment systems in order to supplement local recruitment with people who (1) are from different backgrounds and regions of the nation, (2) have special skills or training, and (3) desire to serve but live in areas where there are few or no national service programs. Plans for effective member selection should be reflected in the AmeriCorps application.

4. Recruitment Tools and Resources

The CNCS has a variety of tools available for programs to enhance their own recruitment efforts, including a national, web-based recruitment system. While programs need to focus the majority of their efforts locally to recruit members, the CNCS offers local and national recruitment tools to assist programs in this process.

F. Member Benefits

1. Living allowance

a. Full-time Members

Full-time members must receive a living allowance between \$12,100 and \$24,200. All full time members within a program must receive the same living allowance. The living allowance is considered taxable for FICA and income tax.

b. Less Than Full-time Members

Programs are not required to provide a living allowance to half-time, reduced half-time, quarter-time, and minimum-time members. If programs choose to provide members serving less than full-time with a living allowance, the *recommended* prorated amounts are listed below.

Slot Type	# of Hours	Full-Time Equivalent (FTE)	Minimum Total Living Allowance	Maximum Total Living Allowance
Full Time	1700	1.000	\$12,100	\$24,200
One Year Half Time	900	0.500	\$6,400	\$12,800
Reduced Half Time	675	0.381	\$4,800	\$9,600
Quarter Time	450	0.2646	\$3,200	\$6,400
Minimum Time	300	0.2117	\$2,135	\$4,300

2. Exceptions to the Living Allowance

a. Waiver or Reduction of Living Allowance

The CNCS may, at its discretion, waive or reduce the living allowance requirements of a program. The program must demonstrate to the satisfaction of the CNCS that such requirements are inconsistent with the objectives of the program. Additionally, the program must show that without living allowances, members will be able to meet the necessary and reasonable costs of living in the area in which the program is located. These costs include food, housing, and transportation.

b. Residential Program

If a member is serving in a program that provides room and board, programs may request a waiver to pay the members a reduced living allowance. If the CNCS has granted a waiver or reduction of the living allowance and a program provides room and board, the CNCS will consider, on a case-by-case basis, allowing the portion of that living allowance that may be paid using CNCS and other federal funds to be between 85% and 100%.

3. Segal AmeriCorps Education Awards

As of October 1, 2010, AmeriCorps members serving in programs who successfully complete a term of service will receive an education award from the National Service Trust of \$5,550 for a year of full-time service, with correspondingly smaller awards for less-than-full-time service. The amount of the Education Award is determined on the basis of the amount of the Pell Grant award, as required by the Serve America Act.

Each Michigan's AmeriCorps member who successfully completes a term of service will receive one education award for each term up to the equivalent of two full terms of service. The education award may be used up to seven years from completion of service to pay for any combination of (1) the costs of attendance at a qualified institution of higher education, (2) the costs of approved School-to-Work programs, or (3) the costs of repaying qualified student loans. Please see the chart below for the specific amount of the education award for full- and part-time members.

Title	# of Hours	Education Award
Full-Time	at least 1700	\$5,550
Half-Time	at least 900	\$2,775
Reduced Half-Time	at least 675	\$2,114
Quarter-Time	at least 450	\$1,468
Minimum-Time	at least 300	\$1,175

Members 55 years of age or older on or before beginning their term of service may transfer an education award by designating a child, grandchild, or foster child.

4. Loan Forbearance

Members who have qualifying student loans outstanding may be eligible to receive forbearance on their payments while they serve. In addition, the CNCS will make payments for interest that accrues during the period of forbearance upon successful completion of a member's term of service.

5. Child Care Benefit

A child care benefit is available to any full-time income-eligible member who needs such assistance in order to participate in the Michigan's AmeriCorps program. The CNCS will fund childcare directly and will pay 100% of the allowance as defined by payment rates of the Child Care and Development Block Grant (CCDBG). Therefore, programs should not include childcare assistance in their budget. A member's eligibility for childcare is based on financial need. Members' need must be consistent with the Child Care and Development Block Grant Act of 1990, as follows:

- a. Total family income of the member must be less than 75% of the State median income, or as defined by the State under CCDBG guidelines;

- b. The member must reside with and be a parent or guardian of a child under the age of 13;
- c. At the time of acceptance into the program, the member must not be receiving child care assistance from another source, including a parent or guardian, which would continue to be provided while the member serves in the program, unless the member would become ineligible for child care by virtue of enrolling in the program; and
- d. The member certifies that he or she needs childcare in order to participate in the program.

6. Health Care Benefits for Full-Time Members

Programs must provide members serving in a full-time capacity with health insurance at the time of AmeriCorps enrollment if the member is not otherwise covered by a health insurance policy that provides the minimum benefits described below. If a member who previously had coverage loses it through no deliberate act of his or her own, such as parental or spousal job loss, the program must provide the member with basic health insurance that meets the minimum requirements.

Programs may obtain health insurance for their members through any provider they choose, as long as the policy provides the minimum benefits and is not excessive in cost. The CNCS will not pay any share of the cost of the policy that does not include the minimum benefits, nor do they cover any person other than the members. In general, the CNCS does not pay the costs of health benefits for half-time members unless they serve less than full-time in a full time capacity. For example, members may receive benefits when they serve in a summer program for a minimum thirty-five hours per week with other members who receive health benefits.

a. Minimum Benefits

The following minimum benefits must be provided or exceeded for programs with existing health benefit coverage:

Covered Services

Physician services for illness or injury
Hospital room and board
Emergency room
X-ray and laboratory
Prescription drugs

Limited Coverage

Mental/nervous disorders
Substance abuse

Annual limits

Deductible: Not more than \$250 per individual

Coinsurance: Member pays no more than 20% or alternatively, a comparable fixed fee

Exception - mental and substance abuse may require a 50% co-payment

Out-of-pocket: Not more than \$1,000 per individual

Maximum Benefit: At least \$50,000 per occurrence or cause

Programs electing to use current health plans that meet the above minimum benefit requirements will be required, at time of selection, to provide specific information on the benefits and policy.

b. AmeriCorps Member Health Care Policy

Organizations electing to use the AmeriCorps Member Health Care Policy should budget at least \$1,800 for health care, for each eligible member. This figure is an estimate based on \$150/month per member. Grantees are encouraged to budget health care costs at up to 20% above the quoted rate, as it is anticipated premiums will likely increase during the grant year. It is important to know that this cost may increase or decrease, depending on the final 2012-13 coverage rates.

Please keep in mind that the AmeriCorps health coverage providers offer a variety of coverage plans. These plans vary in cost, depending on the benefits offered. The number provided above is an estimate of health care costs per member, based on the basic plan offered, which provides the minimum allowable coverage for members.

7. Reasonable Accommodations for Disabilities

Increasing the participation of people with disabilities in national and community service programs is a key interest of the CNCS. All AmeriCorps programs are encouraged to actively reach out to and include people with disabilities. Programs and activities must be accessible. Programs must provide reasonable accommodation for known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodations. The vast majority of accommodations are inexpensive. For those limited cases where reasonable accommodations are costly, there may be funds available to provide accommodations for members serving in a Michigan's AmeriCorps program. Check with the MCSC for further information.

G. Performance Measurement

Every Michigan's AmeriCorps program must develop a system that allows them to evaluate and monitor their own activities. They must collect and organize data on an ongoing basis. Each program must:

- develop annual program outcome objectives (Performance Measures) that are tangible and measurable;
- track progress toward accomplishing those annual objectives;
- collect additional descriptive and demographic data demonstrating impact and results

Performance measures are not required for the first submission; the Technical Assistance workshop on November 29 will provide guidance in creating performance measures for those applicants that move through the peer and staff review process.

H. National and State Identity

1. Identification

To help promote a national identity for all AmeriCorps programs and members, programs must agree to identify the program through the use of the AmeriCorps logos, common member

application materials, and other means, as part of a larger state and national effort. The programs must also agree to participate in other activities such as orientations, service days, and conferences. A Michigan's AmeriCorps program may continue to use its own name, logo, or other identifying materials in addition to, but not in lieu of, the AmeriCorps name and logo.

In an effort to increase the visibility of Michigan's AmeriCorps members, programs are required to provide them with a standard AmeriCorps service gear package (at minimum, but not limited to an AmeriCorps t-shirt and/or sweatshirt and lapel pin(s),). Other identity items may range from a button-down shirt appropriate for members who need to wear professional clothing at the service site, to full gear appropriate for construction or other service. At a minimum all members must receive the standard gear package. Programs may request no more than \$70 per member (\$35 for the standard gear package and \$35 for additional uniform items).

2. Participation in National Days of Service

As part of the National Service Network, there are a number of opportunities for programs to take part in national service days. The MCSC and CNCS expect all national service programs, including AmeriCorps programs, to participate in one or more days of service, including the 9-11 National Day of Service and Remembrance, Martin Luther King, Jr. Day, National AmeriCorps Week, National Volunteer Week, Youth Service Day, and Make a Difference Day.

I. Federal Financial Management and Grant Administration Requirements

As with all Federal grant programs, it is the responsibility of all AmeriCorps programs to ensure appropriate stewardship of federal funds entrusted to them. Under the CNCS regulations, all programs must maintain financial management systems that provide accurate, complete, and current disclosure of the financial results of the AmeriCorps program. To meet this requirement, programs must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. As of June 30, 1996, revisions to the Single Audit Act and OMB Circular A-133 require all organizations to have financial audits if they annually expend \$500,000 or more under federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its federal awards, not just an AmeriCorps grant.

J. Other Requirements

1. Program Monitoring and Management Responsibilities

Certain program models may make monitoring and program management a particular challenge for organizations. These include programs that are spread out geographically and programs that attempt to address many issue areas at once. If a program design includes one of these challenges, the program should address it specifically in their application and provide specific strategies for monitoring and management. Strategies may include: recruiting and enrolling members who can work independently; providing appropriate orientation, ongoing training, and a means of regular communication; selecting strong host sites; ensuring strong support from direct-line supervision of members; and narrowing the range of tasks members perform to make monitoring easier.

If approved for an AmeriCorps grant, the organization is responsible for managing the day-to-day operations of grant-supported activities. Activities must be in compliance with applicable federal requirements and address performance goals. Monitoring needs to cover each program, function, or activity. The organization is responsible for ensuring program quality and that the program has an impact on the problems facing the communities in which it operates. This

includes monitoring the member services, including the timely and accurate documentation of member eligibility and service hours. Each program should develop systems that closely track and monitor these requirements.

2. Program Reporting

Michigan's AmeriCorps programs must comply with all reporting required by the MCSC including quarterly progress reports, monthly expenditure reports, member hours tracking forms, continuous improvement surveys, and member enrollment, termination and end-of-term-of-service forms. Programs are required to use an MCSC designated on-line reporting system for all aspects of reporting.

3. Michigan's AmeriCorps Program Directors' Meetings

Michigan's AmeriCorps program directors must participate in regularly scheduled monthly program directors' meetings and conference calls.

4. MCSC Trainings and Special Events

Michigan's AmeriCorps staff and members are encouraged to participate in all MCSC sponsored program trainings and service events, including the annual Michigan's AmeriCorps Member Celebration and the Signature Service Project. In addition, organizational leaders are required to attend an annual meeting to discuss sustainability and national service issues.

5. AmeriCorps on the Internet

Michigan's AmeriCorps programs are required to have Internet and email capability for all staff and members. To facilitate this process, programs may budget funds to defray internet expenses.

6. Federal Work-Study and Student Service

[Required for Higher Education Institutions Applying for AmeriCorps funding]

The Higher Education Reauthorization Act of 1998 requires that all institutions of higher education that receive Federal Work Study (FWS) funds utilize a minimum of 7% of their total FWS budget for community service placements. Each college must also include a literacy component that is defined in regulations by the Department of Education. Because this is an important vehicle to encourage and expand student service, the CNCS is very interested in what campuses are doing to meet and exceed this requirement. Community service activities undertaken using FWS can be a valuable resource for national service programs. While the FWS program is administered by college financial aid offices, many colleges have built strong relationships between the community service, service-learning, or volunteer office and the financial aid office to enhance community service efforts of the campus. Some service offices even manage the community service FWS program on their campus. Both service offices and community partners can assist the financial aid office in enhancing community service FWS programs. For more information on the FWS for Community Service program, visit <http://ifap.ed.gov/sfahandbooks/0304FSAHBVol6FWS.html>.

The CNCS has summarized data reported to the Department of Education on Federal Work Study for Community Service usage. If you would like to see how your institution's usage compares to other institutions, you can view this report online at www.nationalserviceresources.org.

For new and continuing programs operated by higher education institutions that are applying for funding, applicants should describe their institution's efforts to support community service under FWS. Specifically, include the percentage of your school's 2010-11 FWS funds that were used for community service placements and your plans for further efforts in this area.

This information will be factored into the MCSC's and the CNCS' funding decisions.

SUBMISSION INSTRUCTIONS

A. New/Recompeting Program Instructions

Applications are due November 7, 2012 at 5:00 p.m. Eastern Time via email.

B. Program Narrative

In evaluating your application for potential funding, reviewers will consider the evidence of need in your community(s), assess your program design and how it addresses the need, and consider the proposed program's cost-effectiveness and budget adequacy. The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some generally suggested guidelines to help you present your proposal in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or the *NOFA*. Focus only on the special considerations and priorities that apply to your program.
- **Avoid circular reasoning.** The problem you are addressing should not be described as the lack of the program you are proposing.
- **Explain how.** Do not just state that you will do something; rather state how you will do it.
- **Link efforts to outcome.** Clearly illustrate how proposed member activities will positively impact the identified community needs/problem.
- **Be clear and succinct.** Reviewers are not interested in jargon, acronyms, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

You may not exceed 26 double-spaced pages for the Narratives, including the Executive Summary and Cover Page. Reviewers will not consider material submitted over the page limit. This limit does not include the budget and performance measures.

****Executive Summary****

Please provide a one-paragraph executive summary of your proposed program. This summary must be one-half page or less. The summary should include who, what, where, when, and why:

- Who will be serving? Who will be served?
- What will the AmeriCorps members do?
- Where will the activity take place?
- When does the project begin and end?
- What is the expected outcome(s) of the project?

You may fill in the blanks in the following template to complete your executive summary.

[Number of] AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] to [what the members will be doing] in [where they will be serving]. At the end of the

[duration of project] period, [anticipated outcome of project]. This project will focus on the CNCS focus area of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match].

1. Rationale and Approach/Program Design – (50%)

In assessing rationale and approach/program design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well suited to solving the identified community needs.

Before you complete this section, carefully read [Needs and Service Activities](#), p. 5 and review the priorities on page 4. Here you will find specific information that will help you to address the topics below.

Specifically, reviewers will assess the extent to which the applicant:

- Provides persuasive evidence that the identified needs exist in the targeted community(ies).
- Describes the ways in which AmeriCorps members are a highly effective means to solving the identified community needs, including the unique value added by AmeriCorps.
- Describes how the interventions the AmeriCorps members and volunteers are or will be engaged in are both evidence-based and will have a measurable community impact. The intervention is evidence-based if programs can demonstrate community impact and solve community problems through an evidence based approach (e.g. performance data, research, theory of change).
- Describes the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants.
- Convincingly links four major elements: (1) the need(s) identified, (2) the intervention that will be carried out by AmeriCorps members and community volunteers, (3) the ways in which AmeriCorps members are particularly well-suited to deliver the intervention, and (4) the anticipated outcomes.

Recompeting grantees must describe their efforts and impact to date, and provide persuasive evidence that they should continue to be funded. If a new applicant is already working to meet the community need identified in the application, the applicant should describe how the proposed use of AmeriCorps members will add value, i.e., be more effective than what is currently being implemented, or enhance existing efforts. Include what the applicant's efforts and impact have been to date.

In discussing how you will meet the criteria, please include your response to the following:

a. Compelling Community Need (the Problem)

- Describe the compelling community need (problem or issue) that you will address within the target community(s).
- Why did you choose this need?

- Please provide current documentation of the extent/severity of the need in the target community.
- Why did you select the population to be served?

b. AmeriCorps Member Roles and Responsibilities (the Solution)

- How many members are you requesting? What types of slots (service terms are need for these members?
- If you are requesting different slots types. Please explain how the different slot types align with your program design and activities.
- What will members do? Provide examples of specifics proposed member activities. *Be sure to demonstrate the direct link between the proposed activities and the identified need.*
- Why are the members a highly effective means to solve the identified community problem?

c. Evidence-Based Approach

- Please describe the proposed AmeriCorps program model and demonstrate that the activities are both evidence-based and will have measurable community impact. Describe the interventions that the AmeriCorps members and volunteers will be engaged in. Please cite sources of your evidence-based approach. (The approach may be based on research, a replicable model, or a current program's past successful model with evaluative data).

d. Member Experience

- Describe the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants.
- Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service which will result in a quality member experience and promote a lifelong ethic of service and civic responsibility.
- Describe how your program will ensure that members are aware they are AmeriCorps members and identify as such to community members, partners, and the general public.
- Describe how you will connect your members with each other, with other AmeriCorps members and national service participants in the local communities in which they serve, with other AmeriCorps and national service participants in the state, and nationally.
- How will your program foster a sense of connection and identity with the AmeriCorps brand?

f. Overall Program design

- Please provide a summary that describes how your program design links: 1) the need(s) identified; 2) the intervention that will be carried out by the AmeriCorps members (and volunteers); 3) the ways in which AmeriCorps members are particularly well suited to deliver the intervention; and 4) the anticipated outcomes.

g. AmeriCorps Member Selection, Training, and Supervision

- Describe your plans for recruiting members for your program. Describe how members will be included from the local communities to be served by your program, as well as from traditionally underrepresented populations. If you will be recruiting and engaging traditionally underrepresented populations, please describe the organization's history with working with those populations or how it will ensure success if this is a new population being recruited. Underrepresented populations may include new Americans, low-income individuals, rural residents, older Americans, veterans, members of faith-based organizations, communities of color, Native Americans and people with disabilities.
- Describe your plan for orienting members to AmeriCorps, the community they are serving, their placement site, and to the service they will perform.
- Describe how you will ensure that both initial and ongoing training provided to members will prepare them to perform all the activities they will engage in during their term of service.
- What are the anticipated training topics and the timeline for member training?
- How and when will you ensure that members are aware of prohibited activities?
- What, if any, program design and/or member or staff training changes will be made to ensure a positive member experience for underrepresented populations?
- Please describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.
- Who will supervise the AmeriCorps members?
- Describe how supervisors are selected and trained.
- Describe how your program provides training, oversight, and support to supervisors.

h. Outcomes: Performance Measures

- What is the overall change you want to see by the end of the three-year grant cycle?
- What demonstrable impact will your program have?
- How will you measure impact?
- How will you report on this on an annual basis?
- How did you determine your performance measure targets?

**Current Grantees Only:* What impact has your program had? How successful have you been in tackling the identified problem?

i. Volunteer Generation

- Describe how the proposed program will recruit volunteers to expand the reach/impact in the community
- How will volunteers help meet the identified community needs and what will be their roles?
- What role will AmeriCorps members have in volunteer recruitment and management?
- Please note if you will be requesting a waiver of the requirement to recruit and or support volunteers.

j. Tutoring programs Only:

If you are proposing to operate a tutoring program, describe how your process complies with the AmeriCorps requirements for member tutoring qualifications. Members who

tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross grade tutoring program.

- Describe how your strategy for training members complies with AmeriCorps requirements for the member tutor training that is high quality and research based consistent with the instructional program of the local agency and with state academic content standards [section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)],
- Describe how you include appropriate member supervision by individuals with expertise in tutoring
- Describe how you will provide specialized pre-service and in-service training consistent with the activities the member will perform.

2. Organizational Capability (25 %)

Reviewers will assess the extent to which:

- The organization has the experience, staffing, and management structure to plan, implement and evaluate the proposed program.
- The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support.
- The organization has the ability and structure to ensure its own and its service locations' compliance with AmeriCorps rules and regulations including prohibited activities.

a. Organizational Background and Staffing

- Provide the organization's mission and a brief history.
- Identify the primary and secondary contacts for the grant application.
- Describe your organization's prior experience administering AmeriCorps grants or other federal funds.
- Describe your organization's experience raising funds to support service activities and initiatives.
- Please list all sources of organizational funding in this section, and what percent the proposed AmeriCorps project represents in your budget. If you have received support from CNCS during the last five years, please specify what type of support you received. What percentage of your total funding comes from CNCS?
- Explain your organization's management structure and how the board of directors (if applicable), administrators, and staff members will support your program.
- If you already operate an AmeriCorps program, describe how it is integrated and supported within your organization. Provide evidence that you have managed the program well, have performed satisfactorily, and have a record of compliance and responsiveness.
- Who will staff the AmeriCorps program and what is their specific role? What is their relevant experience?
- If positions are currently vacant, please describe the desired qualifications for each open position. What are your plans for providing financial and programmatic orientation; training and technical assistance; and monitoring program and service sites for compliance?

b. Sustainability

- Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.
- Who are your community stakeholders and partners? How are they involved in planning and implementing the proposed program?

c. Compliance and Accountability

- How will your organization ensure compliance with AmeriCorps rules and regulations at the main program and service site locations (if applicable)?
- How will your organization prevent and detect compliance issues in general and specifically as it relates to prohibited activities?
- How will your organization hold itself and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

****Current Grantees and Former Grantees Only***

d. Enrollment and Retention

- **Enrollment:** If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement. Enrollment rate is calculated as slots filled plus refill slots filled divided by slots awarded.
- **Retention:** If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement. While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible. Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

f. Performance Targets and Demonstrated Compliance

- **Performance Targets:** Describe your performance against objectives during your last full year of program operation. If you did not meet performance targets, provide an explanation and describe your plan for improvement.
- **Demonstrated Compliance:** Describe any compliance issues and areas of weakness/risk identified during your last full year of program operation at your organization, your subgrantees, service sites (if applicable). If you, your subgrantees, and service sites (if applicable) had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.

****Multi-Site Applicants Only***

g. Operating Sites and Member Service Sites

Identify your proposed operating sites and member service sites. Describe your process for selecting operating and service sites and ensuring they have adequate programmatic and

financial capabilities to succeed. How will your site selection process incorporate the criteria required by the AmeriCorps regulations 45 CFR §2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR §2522.450 (program models, program activities and programs supporting distressed communities)? What are your current or previous programmatic and funding relationships with the sites? If member service sites are not yet known, describe your timeline for selecting service sites.

h. Special Circumstances

In applying the organizational capability criteria, reviewers may also take into account the following circumstances of individual organizations: The age of your organization and its rate of growth; and whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources. In considering applications, CNCS shall ensure the equitable treatment of applicants from urban areas, applicants from rural areas, applicants of diverse sizes (as measured by the number of participants served), applicants from States, and applicants from national nonprofit organizations.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

3. Cost Effectiveness and Budget Adequacy (25 %)

For cost-reimbursement grants, reviewers will assess the extent to which:
The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.
The requested funds do not exceed the maximum cost per Member Service Year (MSY), or for existing programs, have not increased over previous years. The amount requested is a competitive factor in the selection process.

For EAPs and Full-time Fixed-amount grants, reviewers will assess:
The applicant's demonstrated understanding of total program cost and capacity to raise the additional resources beyond the fixed-amount provided by CNCS.

The amount requested per member. Fixed-amount applicants are encouraged to request less than the full maximum amount allowed per MSY. The amount requested is a competitive factor in the selection process.

****Current Grantees Only:***

Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal funds.

Cost per MSY: Recompeting grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost. **This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs associated with the grant.**

Special Circumstances

In applying the cost-effectiveness criteria, CNCS may take into account the following circumstances of individual programs: program age, the extent to which your program expands to new sites; whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

a. Cost Effectiveness

The cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position.

Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request above the maximum, please justify. This is rarely approved.

- Demonstrate how your program has or will obtain diverse resources for program implementation.
- Indicate how much funding your program needs from non-Corporation sources to support the project.
- Indicate the non-CNCS resource commitments (in-kind and cash) that you have obtained to date and the sources of these funds.
- Indicate what additional commitments you plan to secure, and how you will secure them.

b. Budget Adequacy

Unless you are applying for an EAP or Full-time Fixed-Amount grant

- Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and desired outputs and outcomes.
- Please explain how the cost of criminal history checks and FBI checks, if applicable, are covered if they are not included in the budget.

c. EAPs and Full-time Fixed-Amount Applicants (including Professional Corps Fixed Amount) Only

The extent to which a current grantee is increasing its share of costs will not be considered in assessing a fixed-amount application. However, all other indicators described under Cost Effectiveness and Budget Adequacy apply and the section will be weighted 25% of the total application.

- Discuss how you will raise the additional resources you will need to manage and operate an AmeriCorps program.
- Identify the total amount you have budgeted to operate the program, including the fixed amount from the CNCS and grantee share and how your program determined that

amount. Keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, health care, and criminal history checks.

C. Budget Narrative

The budget should be sufficient to perform the tasks described in the proposal narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Do not include costs for child care benefits or the cost of the education award. Round all figures to the nearest dollar.

Please use the budget narrative template provided.

BUDGET INSTRUCTIONS

Before You Begin: Your detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, identifying the number of persons involved with the event, the per person/unit cost, and/or the annual salary cost.

Summary of statutory budget requirements:

Equipment costs must not exceed 10% of the total federal share.

Administrative costs must not exceed 5% of the total Corporation funds requested.

Consistency of treatment: To be allowable under this award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the applicant. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

Operating Costs

A. Personnel Expenses: Include the portion of principal staff time attributed directly to the operation of the AmeriCorps project. List each staff position. Note that all programs are required to have at least one full-time equivalent staff person dedicated to the operation of the program. Any exception to this rule must be approved by MCSC.

B. Personal Fringe Benefits: Include costs of benefit(s) for your project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries. Please provide cost calculations for benefits, such as FICA, health, retirement, etc., separately rather than as one lump sum item.

C. Staff Travel: Describe the purposes for staff travel. Costs allowable are transportation (\$.50 maximum/mile), lodging, subsistence, and other related expenses for local and outside the project area travel. *Be sure to include the costs associated with traveling to 6 Program Director meetings in Lansing.*

C. Member Travel: Describe the purpose for which members will travel. Costs allowable under this category are transportation (\$.50 maximum/mile), lodging, meals during events/trainings, and

other related expenses for members to travel outside their service location or between sites. Costs associated with traveling locally, such as bus passes to local sites, mileage reimbursement for use of car, etc., may be included in this category. *Each applicant should budget funds for their member council representative to attend 2 statewide meetings. Applicants need only budget mileage and incidentals. **Each applicant must also include all necessary travel costs for members to attend two statewide events (Member Celebration and Signature Service Project).***

D. Equipment: Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in *E. Supplies* below. Purchases of equipment are limited to 10% of the total grant amount, i.e., the federal share of all budget line items. If applicable, show the unit cost and number of units you are requesting.

E. Supplies: Include the funds for the purchase of consumable supplies and materials, including Member Service Gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 (one thousand) or more. Programs are required to purchase all members a basic AmeriCorps uniform package (such as a t-shirt, sweatshirt, hat, lapel pin, and button). A minimum of \$35.00 per member must be budgeted. Any exception to this rule must be approved by the MCSC. Programs should supply items that are best suited to the type of services provided by members.

F. Contractual and Consultant Services: You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in I. Evaluation below. Payments to individuals for consultant services under this grant may not exceed \$540 per day (exclusive of any indirect expenses, travel, supplies, etc.). Where applicable, indicate the daily rate for consultants.

G. Staff Training: Include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills, i.e., project or financial management, team building, etc. Indicate daily rates of consultants, where applicable.

H. Member Training: Include the costs associated with the training of members that will support them in carrying out their service activities, e.g., Orientation, project-specific skills such as age-appropriate tutoring, CPR, ecosystems and the environment, Life After AmeriCorps, etc. Indicate daily rates of consultants, where applicable.

The applicant must budget for members to attend statewide MCSC-sponsored trainings. This should be budgeted at \$75 per full-time and half-time member, and \$40 per reduced half-time, quarter-time, and minimum-time member. This should be its own line item within this section and should be represented as follows: “(# members * \$75) + (# members * \$40) = \$### to attend state-wide member training events”. Insert the number of members granted to your program in the calculation and show the total costs associated

Please note that you will be invoiced early in the program year for the total amount budgeted, in order to help pay for statewide events and trainings.

I. Evaluation: Include costs for project evaluation activities; including additional staff time or

subcontracts you did not budget under A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This **does not** include the daily/weekly gathering of data to assess progress toward project objectives, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

J. Other Operating Costs: Allowable costs in this category may include travel to Corporation-sponsored meetings and background checks of members. In addition, these costs may include office space rental for sites where projects are operating, utilities, and telephone and Internet expenses that are specifically used for AmeriCorps members, directly involve AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget narrative.

Travel to Corporation-Sponsored Meetings –You must include \$2,000 in this line item to cover the cost of Corporation-sponsored technical assistance meetings.

Match: Describe the grantee match contribution for Section I by clearly indicating the source(s), the type of contribution (cash or in-kind), the amount (or estimate), and the intended purpose of the match. You may enter this information in any category in the Purpose-Calculation field.

Member Costs

A. Living Allowance: The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation and grantee match based on other funding sources.

Members – Enter the total number of members you are requesting in each category. Enter the amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Calculating the Living Allowance - Generally, all full-time members must receive a living allowance between \$12,100 (minimum) and \$24,200 (maximum). You are not required to provide living allowances for members serving less than full time. Please note that if your half-time program requires more than 900 but less than 1,700 hours, you may prorate the living allowance accordingly.

Slot Type	# of Hours	Full-Time Equivalent (FTE)	Minimum Total Living Allowance	Maximum Total Living Allowance
Full Time	1700	1.000	\$12,100	\$24,200
One Year Half Time	900	0.500	\$6,400*	\$12,800
Reduced Half Time	675	0.375	\$4,800*	\$9,600
Quarter Time	450	0.250	\$3,200*	\$6,400

Minimum Time	300	0.200	\$2,135*	\$4,270
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*Suggested minimums.

Projects in existence prior to September 21, 1993 when the National and Community Service Trust Act of 1993 was enacted may offer a living allowance lower than the minimum (\$12,100) to full-time members.

B. Member Support Costs: Consistent with the laws of your state, you must provide members with the benefits described below.

FICA: Unless exempted by the IRS with accompanying documentation, all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

Worker's Compensation: Worker's compensation is required for Michigan's AmeriCorps members. (If you are not required to pay worker's compensation you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.)

Health Insurance: You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to half-time members with CNCS funds. You may choose to provide health care benefits to half-time members from other sources. Half-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) may be eligible for health care benefits supported with our funds. However, the Corporation must either approve this in the grant agreement or by prior written approval. In your budget narrative, indicate the number of members who will receive the project's existing Health Care benefits. CNCS funds cannot be used to pay for dependent coverage.

Other: Include any other required member support costs here. Note: Michigan no longer requires programs to budget for unemployment costs.

Match: Describe the grantee match contribution for Member Costs by clearly indicating the source(s), the type of contribution (cash or in-kind), the amount (or estimate), and the intended purpose of the match. You can enter this information in the Purpose/Category field in Section B, Member Support Costs.

C. Administrative/Indirect Costs (choose either A OR B)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation Fixed Percentage method (Option A) or a Federally Approved Indirect Cost Rate method (Option B). Select **only one** of these options. The Corporation/federal share of administrative costs is limited by statute to 5% of total federal funds actually expended under this grant. To calculate the maximum federal share of 5%, multiply 5.26% (i.e., .0526) by the sum of the federal share subtotals for Sections I and II. This total is the maximum amount the applicant may request from the Corporation for this budget category.

Administrative costs are general or centralized expenses of overall administration of an organization that receives Corporation funds and does not include particular project costs. For organizations that have an established indirect cost rate for Federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122. For organizations that do not have an established indirect cost rate for federal awards, administrative costs include:

- costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases whether they are specifically approved in writing by the Corporation as project costs;
- costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement);
- and costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.

Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)].

Administrative costs ***do not*** include the following allowable expenses directly related to a project (including their operations and objectives), such as:

- allowable direct charges for members, including living allowances, insurance payments made on behalf of members training and travel;
- costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective;
- costs for independent evaluations and any internal evaluations of the project that are related specifically to creative methods of quality improvement;
- costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities;
- staff who coordinate and facilitate single or multi-site project activities;
- and staff who review, disseminate and implement Corporation guidance and policies directly relating to a project; space, facility and communications costs that primarily support project operations, excluding those costs that are already covered by an organization's indirect costs rate; and other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a project.

Indirect Cost Rates

If grantees have an approved indirect cost rate, such rate will constitute documentation of the grantee's administrative costs including the 5.26% maximum payable by the Corporation and the grantee match of administrative costs.

If a grantee wants to claim more than 10% match in administrative costs it must have or obtain an approved indirect cost rate. Where appropriate, the Corporation will establish an indirect cost rate that may be used for this and other Federal awards.

Starting in program year 2011-12, as per federal guidelines, the Michigan Community Service Commission will set aside a portion of the federal administrative share to use in administering its subgrantees, equal to 1% of the total budget. This amount must not exceed 20% of the maximum 5.26% federal share and, therefore, the sub grantee's portion must not exceed 80% of the maximum federal share.

A. Corporation Fixed Percentage Method

If you choose Option A, you may charge, for administrative costs, a fixed 5.26% of the total of the federal CNCS funds expended. In order to charge this fixed 5.26%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of a formally approved indirect cost rate. Because the State Commissions are authorized to set aside a portion of the federal share to use in administering its sub grantees you **must** ensure that the minimum 1% be calculated and entered under the Federal CNCS share via the Commission Fixed Amount line item. This amount must equal **1%** of the total CNCS grant award and, therefore, the sub grantee's portion must not exceed **4.26%** of the maximum federal CNCS share.

Steps:

Corporation Fixed Amount:

1. Multiply the sum of the Corporation shares of Sections I and II by .0426. This is the maximum amount you can request as federal share. Enter this amount as the Corporation share for Section III A.
2. Then multiply the total Corporation and Grantee shares of Sections I and II by 10% (.1) and enter this amount as the grantee share for Section III A.

Example:

Corporation Fixed Amount: (The maximum amount allowable is 4.26% of the total sections I & II.) (This amount should not contain the MSCS 1% Administrative fee)

Steps:

Commission Fixed Amount: (Required)

1. Multiply 1% by the total CNCS grant award and enter this amount of the CNCS share for Section III A.

Example:

Commission Fixed Amount: MCSC (1% x total CNCS grant awarded) retained Admin

Fee= MCSC (1% x \$209,300.00) = \$2,093 retained Admin fee.

2. Enter the sum of the federal CNCS and grantee shares under Category Totals.

B. Federally Approved Indirect Cost Rate Method

Applicants who choose to use their federally approved indirect cost (IDC) rate to calculate administrative costs should select Option B. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage). It is at your discretion whether or not to use your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

Determine the amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as proscribed by your organization (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

Multiply the sum of the Corporation share in Sections I and II by .0526. This is the maximum amount you can claim as the Corporation share of indirect costs.

Subtract the amount calculated in step 2 from the amount calculated in step 1. This is the amount the applicant can claim as grantee share for administrative costs.

Note: Once the budget narrative is completed, please verify that your grantee match is within the allowable parameters, as specified on page 4. If using the recommended template, your total match percentage will be calculated at the bottom of the worksheet.

Selection Process

A. Review and Selection

The review and selection of the Michigan's AmeriCorps applications is a multiple-step process as described below.

1. Intent to Apply form due to MCSC by **October 19, 2012**.
2. Interested applicants must submit a Michigan's AmeriCorps application by 5:00 p.m. on **Wednesday, November 7, 2012**.
3. A peer review will be held on **November 19, 2012**.
4. Following the peer review, the Michigan Community Service Commission (MCSC) staff members will review the applications for requirements, priorities, and preferences (as detailed in the application guidelines). The staff will also consider:
 - **Geographic diversity** - MCSC will ensure that the programs recommended for funding are geographically diverse and include projects in urban and rural areas.

- **Geographic concentration** - MCSC may recommend for funding programs that will enable it to test the effect of concentrating a critical mass of participants in a specific geographic area.
 - **Diversity** - MCSC seeks to fund a broad range of programs with various approaches to addressing community need.
5. Applicants will be notified if their application has been selected to proceed to the next step in the application process on **November 30, 2012**. If the application is selected, 2 representatives from the applicant organization are required to attend a one-day technical assistance workshop on **December 6, 2012**. In the workshop, applicants will receive a copy of their application feedback that was generated from the peer and staff reviews, as well as training in the eGrants system. Applicants will be asked to revise their first draft creating a comprehensive final application.
 6. Revised applications are due to the MCSC at 5:00 p.m. on **Wednesday, December 19, 2011 via the egrants online system**.
 7. The MCSC will select applications to be submitted for competitive consideration at the national level. They will submit their recommendations to the Michigan Community Service Commission Board for approval in January 2013.
 8. The approved proposals will be submitted to the Corporation for National and Community Service (National Office) for competitive funding in January of 2013 (date yet to be announced).
 9. The CNCS will inform the MCSC of programs selected for competitive funding in late May or early June, 2013.
 10. Those applicants being funded with AmeriCorps Formula funds will be notified in early June, 2013.

APPENDIX

Forms and Instructions



2013 - 2014 Michigan's AmeriCorps Intent To Apply Form



Name of Organization:

Contact Person:

Address:

City:

State:

Zip:

Phone:

Fax:

Email address:

Does the proposed program specifically focus on any of the following? Check all that apply.

Education

Veterans and Military Families

Disaster Services

Economic Opportunity

Healthy Futures

Environmental Stewardship

Also, indicate the **anticipated** size of your **Michigan's AmeriCorps** program. Please note that programs must enroll a minimum of ten (10) full-time equivalent members. In your application you may adjust the number of members.

Number of Members:

Full-time (1700 Hours)

Reduced Half-time (675 hours)

Half-time (900 hours)

Minimum-time (300 hours)

Quarter-time (450 hrs)

You may email or fax this form to:
Michigan Community Service Commission
235 S. Grand Ave.
Lansing, Michigan 48913
Fax: (517) 373-4977
Phone: (517) 335-4295
Davisj31@michigan.gov

The form must be received by October 19, 2012, no later than 5:00 p.m.



2013 - 2014 MICHIGAN'S AMERICORPS TITLE PAGE



Name of Proposed Program:

Name of Applicant Organization:

Contact Person:

Title:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

Name of Organization Operating Program (if different from Applicant Organization):

Contact Person:

Title:

Address:

City:

State:

Zip:

Phone

Fax:

Email:

County, region, or city in which program will operate:

Does the proposed program specifically focus on any of the following? Check all that apply.

Education

Environmental Stewardship

Disaster Services

Veterans and Military Families

Healthy Futures

Economic Opportunity

Members (please enter the appropriate number in the blanks below):

Full-time (1700 Hours)

Reduced Half-time (675 hours)

Half-time (900 hours)

Minimum-time (300 hours)

Quarter-time (450 hrs)

Budget:

CNCS Share Requested:

Grantee Share:

Authorized Signature:

Title:

Date:

Sample Budget Worksheet

2013-14 Michigan's AmeriCorps Budget Worksheet

Applicant:	
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Please Note: Calculations resulting in red indicate an error

Program Operating Costs

A. Personnel Expenses

<i>Position/Title</i>	<i>Qty</i>	<i>Annual Salary</i>	<i>% Time</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
						\$ -
						\$ -
						\$ -
						\$ -
Totals				\$ -	\$ -	\$ -

B. Personnel Fringe Benefit

<i>Purpose</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Totals		\$ -	\$ -	\$ -

Subtotal--Personnel Expenses		\$ -	\$ -	\$ -
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C. Travel

1. Staff Travel

<i>Purpose</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Totals		\$ -	\$ -	\$ -

2. Member Travel

<i>Purpose</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Totals		\$ -	\$ -	\$ -

Subtotal--Travel		\$ -	\$ -	\$ -
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D. Equipment

<i>Item/Purpose</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Totals		\$ -	\$ -	\$ -

E. Supplies

<i>Item</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Totals		\$ -	\$ -	\$ -

F. Contractual & Consultant Services

<i>Purpose</i>	<i>Daily Rate</i>	<i># of Days</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
					\$ -
					\$ -
Totals			\$ -	\$ -	\$ -

G. Training

1. Staff Training

<i>Purpose</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Totals		\$ -	\$ -	\$ -

2. Member Training

<i>Purpose</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Totals		\$ -	\$ -	\$ -
Subtotal--Training		\$ -	\$ -	\$ -

H. Evaluation

<i>Purpose</i>	<i>Calculation</i>	<i>Daily Rate</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Totals			\$ -	\$ -	\$ -

I. Other Program Operating Costs

<i>Purpose</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Travel to CNCS Sponsored Meetings				\$ 2,000.00
Totals		\$ -	\$ -	\$ 2,000.00

Subtotal--Program Operating Costs	\$ -	\$ -	\$ 2,000.00
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J. Source of Match

Source(s), Type, Amount, Intended Purpose

Member Costs

A. Living Allowance

<i>Members</i>	<i># Mbrs</i>	<i>Living Allowance Rate</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Full Time (1700 hrs)					\$ -
Half Time (900 hrs)					\$ -
Reduced Half Time (675 hrs)					\$ -
Quarter Time (450 hrs)					\$ -
Minimum Time (300 hrs)					\$ -
Totals					\$ -

B. Member Support Costs

<i>Purpose</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
FICA	7.65%			\$ -
Worker's Comp				
Health Insurance				
Totals		\$ -	\$ -	\$ -

Subtotal--Member Costs	\$ -	\$ -	\$ -
Total--Program Operating & Member Costs	\$ -	\$ -	\$ 2,000.00

C. Source of Match

Source(s), Type, Amount, Intended Purpose

Administrative/Indirect Costs

A. A. Corporation Fixed Percentage Method

<i>Purpose</i>	<i>Calculation</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Corporation Fixed Amount				\$ -
Totals		\$ -	\$ -	\$ -

B. Federally Approved Indirect Cost Rate Method

<i>Cost Type / Basis</i>	<i>Calculation</i>	<i>Rate</i>	<i>Rate Claimed</i>	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
						\$ -
Totals				\$ -	\$ -	\$ -

C. Source of Match

Source(s), Type, Amount, Intended Purpose

	<i>CNCS Share</i>	<i>Grantee Share</i>	<i>Total Amount</i>
Subtotal--Administrative/Indirect Costs	\$ -	\$ -	\$ -
Budget Totals	\$ -	\$ -	\$ 2,000.00
Share	0%	0%	0%

Total Members	0
Total Member Service Years (FTE)	0
Cost/MSY	#DIV/0!

**Please refer to page 5 of the guidelines to ensure that your grantee match percentage is sufficient.

MICHIGAN’S AMERICORPS NEW/RECOMPETING APPLICATION SUBMISSION REQUIREMENTS CHECKLIST

Please review the following checklist to ensure that your application meets the submission requirements. Each application will be reviewed for compliance. **Any application received by MCSC not in compliance with any item on the following checklist will be considered ineligible for review.** The application will be returned to the applicant.

Please complete and submit the checklist along with your Michigan’s AmeriCorps application.

Applicant Organization:

Applicants must submit one completed application package via email that includes:

TITLE PAGE

Applicants must use the form provided in the Appendix. A single page .pdf of this form is also available at www.michigan.gov/mcsc -- follow the “AmeriCorps Funding Opportunity” link.

PROGRAM NARRATIVE

Typed

Double-spaced and in not less than 12-point font size

One-inch margins

Must not exceed 26 pages

The narrative must follow the narrative format and include headings / sub-headings for each section.

The pages must be numbered.

FINANCIAL MANAGEMENT SURVEY

BUDGET NARRATIVE

The budget narrative must follow the order and include all items in the sample worksheet provided. An Excel spreadsheet of this form is also available at www.michigan.gov/mcsc -- follow the “AmeriCorps Funding Opportunity” link (1st tab)

Include one copy of the applicant organization’s most recent independent audit.

Match Waiver Instructions

Applying for Alternative Match

If you are requesting the alternative match as specified in 45 CFR § 2521.60(b), you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements in the Waiver Justification field in the Application Info Section of eGrants.

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You apply for the alternative match the year before it goes into effect. If approved, you will base your budget in your next application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains, if you are approved for funding.

Program Location: Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

Rural County: In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment K for the Table of Beale codes.

Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Attachment K for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
 - The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
 - The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
-

ATTACHMENT: BUDGET CHECKLIST

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements.

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ___ No ___	All positions in the budget are fully described in the narrative?
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	You have budgeted funds for staff travel to CNCS sponsored meetings in the budget narrative under Staff Travel?
Yes ___ No ___	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ___ No ___	All single equipment items over \$5000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1000 per unit are specifically listed?
Yes ___ No ___	You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo, with the exception of safety equipment?
Yes ___ No ___	Are all consultant services budgeted below the maximum federal daily rate of \$750/day? Is the daily rate noted in all sections of the budget narrative where consultants are proposed?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you provided budgeted costs for background checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205?
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
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Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes ___ No ___	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ___ No ___	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance.
Yes ___ No ___	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.

In Compliance?	Section III. Administrative/Indirect Costs
Yes ___ No ___	Applicant has chosen Option A – CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___	Applicant has chosen Option A – CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes ___ No ___	Applicant has chosen Option B – federally approved indirect cost rate method and documentation submitted to CNCS if multi-state, state or territory without commission or Indian Tribe applicant? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes ___ No ___	Applicant has chosen Option B – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?

In Compliance?	Match
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, the source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount (or an estimate) of match, are clearly identified in the narrative and in the Source of Match field in eGrants?
